

# Iowa Department of Public Health AmeriCorps Mentoring Program



## Day 1 - AmeriCorps Member Orientation Training



# Welcome!

- Introductions
- Review of agenda
- Goals of training
- Housekeeping items
- Icebreaker

# National Service, AmeriCorps, Public Health and Iowa Commission on Volunteer Service Overview

# National Service

- What is national service?
- All serve to focus on the goal of “getting things done” for our fellow American citizens, our community, and our nation.
- You are the MEMBER who performs this service!

# Language of National Service

<b>Instead of:</b>	<b>Use:</b>
Hire	Enroll
Job	Service
Paycheck	Living Allowance
Salary	Living Allowance
Volunteer	Member
Employee	Member
Worker	Member
Work	Serve
Work Site	Host Site
Job Site	Host Site

# AmeriCorps

- Corporation for National & Community Service (CNCS)
  - Federal Agency established in 1993
    - Merged ACTION and Commission on National and Community Service
  - Mission
    - To Improve lives, strengthen communities, and foster civic engagement through service and volunteering
  - Provide opportunities for individuals to give back to their communities and the nation by working with local partners—YOU!
  - Focus areas
    - Economic Opportunity
    - Education
    - Environmental Stewardship
    - Healthy Futures
    - Veterans and Military Families

# AmeriCorps Programs

- AmeriCorps NCCC
- AmeriCorps VISTA
- AmeriCorps State and National
  - Iowa Commission on Volunteer Service

# AmeriCorps Programs

- AmeriCorps National Civilian Community Corps (NCCC)
  - Drawn from Civilian Conservation Corps of 1930s and U.S. military
  - Civic responsibility is an inherent duty of all citizens and national service programs work effectively with local communities to address pressing needs
  - FEMA Corps—Federal Emergency Management Agency and CNCS partner
- Members complete service projects throughout the region they are assigned
- Full-time, team-based residential program for ages 18-24
- Members assigned and live on campus
  - Denver, CO
  - Sacramento, CA
  - Perry Point, MD
  - Vicksburg, MS
  - Vinton, IA



# AmeriCorps Programs

- AmeriCorps Volunteers in Service to America (VISTA)
  - Founded in 1965
  - Nonprofit, faith-based, community organizations and public agencies
  - Create and expand programs that bring low-income individuals and communities out of poverty

# AmeriCorps Programs

- AmeriCorps State and National
  - Recruit, train and place AmeriCorps members to meet critical community needs in education, public safety, health and the environment
  - In partnership with State Mentoring Program
  - Reporting
    - Member
    - Local Agency
    - Iowa Department of Public Health
    - Iowa Commission on Volunteer Service
    - Corporation for National and Community Service

# AmeriCorps Programs

- Iowa Commission on Volunteer Service (ICVS or “the Commission”)
  - Established in 1994 to administer state’s AmeriCorps State programs
  - Mission is to improve lives, strengthen communities, foster civic engagement through volunteering
  - Vision is to create an Iowa where all citizens are empowered through service to meet community challenges and make lives better

# Public Health

- What is public health?
- What does public health have to do with AmeriCorps?

# Iowa Department of Public Health

- IDPH's goals:
  - Preventing injuries;
  - Promoting healthy behaviors;
  - Protecting against environmental hazards;
  - Strengthening the public health infrastructure;
  - Preventing epidemics and the spread of disease; and
  - Preparing for, responding to, and recovering from public health emergencies.

# Member Benefits

# Living Allowance

- All full time AmeriCorps members must receive a stipend during the program year. There is a set annual minimum determined by CNCS.
  - Every-other-week pay period
  - Stipend payment calendar is on webpage
- Stipends are not pay checks. You are not earning a salary with your hours.

# Education Award

- Education Award from National Service Trust
- Segal AmeriCorps Education Award
  - FT: \$5,730
  - HT: \$2,865
- Used to further education or to repay qualifying loans



# Education Award

- Accessing Your Award
  - Go to “My AmeriCorps”
  - Have seven years from your completion date of your term of service to use the award

# Forbearance

- AmeriCorps Members may have payments on certain qualified Title IV educational loans put into forbearance during their term of service.
- Access “My AmeriCorps” for requesting this forbearance.
- Guidelines are provided in the link below:  
<http://www.nationalservice.gov/programs/ameri-corps/segal-ameri-corps-education-award/using-your-segal-education-award/postponing>

# Other Benefits

- Health insurance
  - Basic health care coverage is provided at no charge to full-time Members who do not have existing coverage (but not their families).
- Child care
  - Full-time AmeriCorps Members have the opportunity to apply for Child Care Coverage, and if found eligible by the provider will have this benefit provided by the Corporation.

# Member Handbook/Member Service Agreement Review

# Prohibited Activities

*IDPH shall have the right to terminate this agreement upon notice and without penalty consistent with Section XIV of the Member Service Agreement (MSA) if the Member engages in any of the following, as determined in the sole discretion of the Iowa Department of Public Health:*

- Prohibited Activities (45 CFR §§ 2520.65, § 2520.40, § 2520.45 )
- While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR §§ 2520.65, § 2520.40, § 2520.45) :

# Prohibited Activities

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;

# Prohibited Activities

iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;

i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

j. Providing abortion services or referrals for receipt of such services; and

k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

# Drug-Free Workplace Act

The Member understands that in accordance with the Drug Free Workplace Act:

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited;
- Conviction of any criminal drug statute must be reported within 5 days after such conviction to the Program Director at IDPH;
- The member's participation in this program is conditioned upon compliance with the notice requirements set forth in this agreement, and in the Drug Free Workplace Act; and
- All members placed through the IDPH AmeriCorps Mentoring Program will also be subject to enforcement of any drug policies established at their placement site. It is the responsibility of the member to read and understand any existing policy at the individual host-site.



# Behavioral Expectations

The member is expected, while acting in an official capacity as an AmeriCorps member, to at all times:

- Demonstrate mutual respect toward others.
- Direct concerns, problems, and suggestions to host-site supervisor.
- Follow all policies and procedures of the host-site organization
- While charging time to AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members **may not engage** in the prohibited activities. Volunteers recruited and/or managed by AmeriCorps members may not engage in the listed prohibited activities. Members are responsible for reporting, to the Program Director, any request to perform activities listed under Nonduplication/Nondisplacement.

# Behavioral Expectations

At no time may the member:

- Engage in any activity that is illegal under local, state, or federal law.
- Engage in activities that pose a significant safety risk to others.

# Behavioral Expectations

The member understands that the following behaviors, but not limited to, constitute a violation of the program's rule of conduct:

- Unauthorized tardiness.
- Unauthorized absences.
- Repeated use of inappropriate language (i.e. profanity) at a service site.
- Engaging in activity that may physically or emotionally damage other members of the program or people in the community.
- Possessing or using any illegal drugs during the term of service.
- Being under the influence of alcohol or any illegal drugs during the performance of service activities.
- Failure to notify the program of any criminal arrest or conviction that occurs during the term of service.

# Suspension/Termination

For violating the above stated rules in Section VI, and failing to meet the standards of behavior and work as expressed above and by the member's supervisor, the member may be terminated. The member will be notified of his/her inability to meet these standards in the following ways:

- **Step 1:** Speak to the member about the issue and call the AmeriCorps Program Director to inform of the situation.
- **Step 2:** Give a verbal warning to the member, clearly describing the problem and steps necessary for improvement.
- **Step 3:** If the problem persists, give a written warning describing the behavior. In this written warning, describe the steps the member must make that are necessary for improvement.
- **Step 4:** If there is still no improvement in the member's behavior, the member may be released from his/her service term for cause after the Program Director has been notified. The Program Director and site supervisor both must concur that release for cause is appropriate

# Disciplinary Action/Grievance Procedures

- Your Member Service Agreement (Attachment B) will refer to grievance procedures.
- Please review and understand that you will have these procedures at your disposal if they are ever needed.

# Sexual Harassment

Within Iowa Code section 19B.12, "sexual harassment means persistent, repetitive, or highly egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret as intentional harassment of a sexual nature, taking into consideration the full context in which the conduct occurs, which conduct threatens to impair the ability of a person to perform the duties of employment, or otherwise function normally within an institution responsible for the person's care, rehabilitation, education, or training."

- Examples of sexual harassment, in addition to discriminatory harassment include, but are not limited to:
- Unwelcome sexual advances.
- Hostile conduct based on the person's sex, sexual orientation, or gender identity.
- Requesting or offering sexual favors in return for job benefits.
- Actions such as cornering, patting, pinching, touching or brushing against another person's body that is sexual in nature.
- Open speculation or inquiries about another person's sex life.
- Jokes, remarks, or innuendos that are sexual in nature or based on real or perceived sexual orientation or gender identity about another person, or about men or women in general.
- Displaying sexually explicit material in the work place.
- Conditioning work benefits on submission to sexual advances, tolerance of a sexually hostile work environment or giving preferential treatment because of another person's submission to sexual advances, or tolerance of a sexually hostile work environment.

# Non-Discrimination

- The member understands that IDPH may not lawfully discriminate against any member or service recipient on the basis of race, color, national origin, sex, age, religion, political affiliation or disability.
- It is the responsibility of site supervisors to provide reasonable accommodations to members with disabilities. It is the responsibility of members with disabilities to request reasonable accommodations from their site supervisors during their term of service.

# Non-Duplication and Non-Displacement

- *Nonduplication.* Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program.
- *Nondisplacement.* 45 CFR §§ 2540.100 (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.



# Terms of Service

## Completion of Service

- Entire duration needs to be completed to get education award
- Member needs to contact Julie if there is a problem completing hours during the required timeframe
- Member's service can be extended if not completed in timeframe
  - Suspended due to compelling personal circumstances
  - Service was terminated but a grievance procedure resulted in reinstatement
- No more than 20% of time in training
- No more than 10% in fundraising
  - Fundraising must be directly linked to the program

# Completion of Term

- ❑ Will track weekly service hours, and log service accomplishments via the Program's reporting instruments. Member will also submit these logs to the site supervisor for approval. Tracking logs must be submitted **no later than the 5<sup>th</sup> of each month** for service provided during the previous month. **If not submitted, the Program Director reserves the right to withhold members' living allowances until tracking logs are received.**
- ❑ Will complete quarterly progress reports.
- ❑ Will report directly to his/her site supervisor on a regularly scheduled basis.
- ❑ Will attend all mandatory scheduled in-service training, meetings, and events sponsored by the IDPH AmeriCorps Mentoring Program. (If a member is unable to attend a mandatory training or event, he/she is required to obtain approval from the Program Director and complete written assignments, as provided by the Program Director, pertaining to each of the training topics. The Program Director reserves the right to not exit a member from the Program until the member has either attended all required state level training or has successfully completed corresponding written training assignments.)

# Completion of Term

- ☐ Will evaluate program effectiveness and work with supervisor to implement ideas for programmatic changes or in-service training.
- ☐ Will inform the Program Director of any changes in his/her host-site service plan.
- ☐ Will respond to all requests of the IDPH AmeriCorps Mentoring Program staff and regularly communicate with other IDPH AmeriCorps Mentoring Program members, IDPH staff, and host site staff via internet, phone and fax.
- ☐ Will abide by all policies and procedures of the Program and host organization.
- ☐ Will use the site supervisor as their point of contact for all programmatic and service-oriented questions.
- ☐ Will not receive credit for time volunteered outside of the Host Site Organization without prior approval of the host-site supervisor and the Program Coordinator and no more than 40 hours may be served in this capacity during any given week

# Attendance/Lateness/Time Off

- The member is responsible for scheduling days off with the site supervisor.
  - Provide a minimum of two weeks notice before asking for any personal days.
  - Unauthorized tardiness or absences off could lead to a violation of the rules of conduct.
- The member will not be required to serve on observed holidays at the host.
- There are no “vacation days” during the term as time taken off will need to be made up.

# Professionalism

- Demonstrate mutual respect
- Direct concerns, problems, suggestions to supervisor
- Follow policies and procedures of host site
  - No unauthorized tardiness/absences
  - Provide written excuse from medical doctor for 3 consecutive days
- Do not participate in prohibited activities while charging AmeriCorps time or training hours

# Host Site Responsibilities

- Responsible for ongoing supervision and support
  - Ability to dedicate at least 3-7 hours per week, per member
  - Comply with the AmeriCorps grant regulations and guidelines
  - Validate time sheets, prepare program/grant reporting requirements and work with the member to create and sustain individual host-site programs, event and goals
  - Attend mandatory site supervisor training provided by IDPH
  - Be located in the same office with the AmeriCorps member

# Host Site Responsibilities

- Purchase uniforms for members
- Orient members to the area where they will be working in and introduce them to staff and partners
  - Encourage them to work with other AmeriCorps members
- Ensure members complete requested reports/surveys
  - Quarterly Report
  - Monthly Report
    - Set goals with your members
  - Civic Engagement Survey
- Help members identify days of service they would like to participate in or around the community
  - They must complete at least one day of service activity

Questions?